

**MINUTES OF STAFF MEETING
ADMINISTRATIVE STAFF CHIEF'S**

15 April 1954

1. Colonel White said that the newly organized Management Staff had been vested with important functions of administrative control within CIA. One of the major tasks charged to the Staff is to take the steps necessary to bring about a reduction of Agency personnel strength. The Management Staff comprises the former Management Improvement Staff and the Records Management Division of the Comptroller's Office and the Regulations Staff of the Office of the DD/A. Colonel White said that Mr. [REDACTED] Chief of the Staff, and his personnel, would need to have the full cooperation and assistance of all the DD/A Offices.

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2. Colonel White restated existing instructions to the effect that all travel orders for temporary duty to overseas areas must have the signature of the DD/A. He said that this procedure had been instituted to insure that the DD/A was aware of all proposed temporary duty travel.

3. Mr. Pforzheimer described a recent case to illustrate the need for Agency personnel to keep separate and independent their personal financial accounts from those maintained by them in connection with business activities performed in connection with Agency functions. Additionally, he discussed the importance of Agency personnel exercising special caution to make correct income tax returns in order to avoid complications involving their Agency employment.

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4. Colonel White remarked that Mr. [REDACTED] report on training within the DD/A organization indicated that all offices were more active in sponsoring training than he had realized to be the case. He felt, however, that further efforts to systematize training in relation to defined needs for such training might be profitably undertaken. Accordingly, he has instructed Mr. [REDACTED] to extend Mr. [REDACTED] survey with a view to developing a more comprehensive training program for the entire DD/A organization.

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5. Colonel White requested that all DD/A Offices follow the procedure of requiring its officials to leave word as to where they can be located when absent from their offices. Adherence to this practice will preclude delays in handling business which requires expediting.

6. At a recent staff meeting of the Chief of Administration, DD/P, it was stated that DD/A offices sometimes delayed concurrences or comments on cables forwarded from DD/P offices. Colonel White asked DD/A office heads to make sure that cables referred for concurrence were handled on as prompt a basis as possible.

7. The Selection Panel established to recommend Agency nominations for Defense Department schools has deferred some selections at this time in order to permit a canvass for additional applicants. The Panel felt that before

[REDACTED]

it made final selections for the Army, Navy, and Air War Colleges, another attempt should be made to encourage applications from personnel possessing high level qualifications. Colonel White expressed the hope that additional candidates with good backgrounds would apply from within the DD/A organization. Such applications should be routed to the Office of the DD/A within a week's time.

8. Colonel White stated that he was pleased with the progress made in issuing Agency regulations. He said he was asking Mr. [REDACTED] to investigate the possibility of having changes in regulatory material published in Notice format, and the regulations themselves revised only on a periodic basis, perhaps quarterly. These latter periodic revisions would then incorporate all of the changes announced by the separate Notices during the period starting with the last periodic revision. 25X1A9a

25X1A9a 9. Colonel White discussed the report of the Task Force on Insurance, presented recently to the CIA Career Service Board. Under the Chairmanship of Mr. [REDACTED] the Task Force has studied the indemnities and benefits following death and disability of Agency personnel. Of particular significance, the Task Force reported that among CIA employees there was a general lack of knowledge concerning both their rights under existing legislation and also benefits available at their option. Colonel White said he intended to make certain that these gaps of information were covered, insofar as employees under the DD/A jurisdiction were concerned. He said he was designating Mr. [REDACTED] to serve as liaison with the Office of Personnel and with DD/A offices to arrange for formal presentations to disseminate such information to DD/A people. 25X1A9a

10. Colonel White asked that all offices which must participate in the approval of contracts expedite their operations in this respect to ensure prompt handling before the expiration of the current fiscal year.

11. Colonel White reemphasized certain remarks made by Mr. Dulles at the last Assistant Directors' Meeting to the effect that Agency personnel must avoid participation in controversial public issues particularly when such participation may embarrass CIA. Colonel White felt that all employees must accept personal anonymity as a condition for employment in the Agency.

12. Letters addressed to the Director from outside CIA must be answered within forty-eight hours. Colonel White remarked that this rule needed to be emphasized and more consistently followed. Unless specified otherwise, replies to such letters should be prepared for the signature of the A-DD/A.

13. Insofar as administrative servicing is concerned, the Management Staff will have the same relationships to the Agency's offices which provide such servicing as do the other DD/A offices. Colonel White said that the Comptroller's Office would therefore deal directly with the Management Staff on time and attendance and payroll matters; the Office of Personnel would likewise be having direct liaison with the Staff on normal personnel problems

affecting its positions or employees; and this same pattern would apply to other service and staff activities.

14. The current status of CIA Career Service Board plans was reviewed by Colonel White. The Board as now constituted has agreed to go out of business by the end of June. It will be replaced by a Personnel Policy Council under the chairmanship of the Assistant Director for Personnel. The other members would be the heads of the other five major components. In the time between now and 30 June a group of separate task forces will be working to resolve several policy questions which can then be converted to action programs, starting 1 July 1954. These task forces have been appointed to develop:

- (1) An Agency promotion policy;
- (2) A program of rotation for selected junior personnel;
- (3) Procedures to formalize initial employee selection through a Selection Board;
- (4) A system of advance planning for overseas returnees; and
- (5) A pattern of approved duties for Office Career Service Boards.

It is planned to have a presentation of the overall Career Service program for all Agency supervisors who are branch chiefs or higher. This presentation would be scheduled for sometime in June if present plans materialize.

15. Colonel White said he would be away during the week beginning 19 April and that Mr. Houston would be designated Acting Deputy Director for Administration.

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MINUTES OF STAFF MEETING
ADMINISTRATIVE STAFF CHIEFS

15 April 1954

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